

Request for Assistance Regarding Payment Failure

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek your assistance with a payment failure that I recently encountered on [date]. The transaction was for [description of the product/service], and the reference number is [reference number].

Despite multiple attempts, the payment did not go through, and I would greatly appreciate your guidance on resolving this issue. Please let me know if there are any specific steps I should follow or if further information is required from my end.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Email]

[Your Phone Number]